

Unit Updates & Changes

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Tuesday, June 19, 2012

Projects

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Annual Submission Date
<input checked="" type="radio"/>	TEST1	Suzanne Test	554 Music Lane	SUBMITTED	10/28/10
<input type="radio"/>	TEST2	Fritz Test	556 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST3	Lynda Test	557 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST4	Tyler Test	558 Music Lane	SUBMITTED	11/05/10
<input type="radio"/>	TEST5	Kendrick Test	559 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST6	Danielle Test	553 Music Lane	SUBMITTED	01/21/11
<input type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Proceed to Buildings

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Now you are working toward tenant data entry. Begin by clicking the Proceed to Buildings button.

Unit Updates & Changes

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Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	NOT READY	00/00/00
	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Upload Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Upload Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

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This slide shows the layout of the Buildings page. From this page you can access all of these different building functions. The Upload Building Data button is covered in a later section of this presentation, so first we'll look at View Details.

Unit Updates & Changes

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Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	NOT READY	00/00/00
	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

View Details

To view building detail information click on the View Details button.

Unit Updates & Changes

The screenshot displays the Michigan State Housing Development Authority (MSHDA) Rockstar Management system interface. The header includes the Michigan.gov logo and the text "Michigan State Housing Development Authority-TEST". The date "Wednesday, June 20, 2012" is shown in the top right. The main content area is titled "Building Detail Information" and contains two tables. The first table, "BUILDING ADDRESS", lists details for Building ID MI-01-00100, Address 1: 555 Music Lane, Address 2: (blank), City: City not found, State: MI, Zip Code: 48823-0000, and County: County not found. The second table, "BUILDING COMPLIANCE STATUS", shows compliance status for IRS, Agency, and Home programs. The IRS status is "In compliance", while Agency and Home statuses are "Not tested". A red arrow points to the "In compliance" status. A "Close" button is visible in the top right of the form area.

Project ID: TYLER House of Rock 555 Music Lane

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building Detail Information

BUILDING ADDRESS	
Building ID:	MI-01-00100
Address 1:	555 Music Lane
Address 2:	
City:	City not found
State:	MI
Zip Code:	48823-0000
County:	County not found

Compliance status as of last reporting period

TOTALS	
Number of Units:	4
Sq Footage:	4,000

BUILDING COMPLIANCE STATUS			
	Last Tested on	Last Report Ending Date	Status
IRS	09/17/10	12/31/05	In compliance
Agency	00/00/00	12/31/05	Not tested
Home	00/00/00	12/31/05	Not tested

Done Local intranet 100%

Here you can see the compliance status as of the last reporting period. Statuses with the IRS, MSHDA Agency, and HOME Program are shown. This is a “view only” screen – You can not enter any information here.

Unit Updates & Changes

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Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	NOT READY	00/00/00
	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Change Report Period

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Next, click on the Change Report Period button. When submitting a reporting period that ends on 12/31, the Annual Owner's Certification must first be submitted or an error will appear.

Unit Updates & Changes

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 28, 2012

Project ID: TYLER House of Rock 555 Music Lane

Change Report Period [Update] [Close]

Building ID: MI-01-00100

New Reporting Period: 01/01/10 to 12/31/10

Enter the dates of the reporting period

Done Local intranet 100%

Enter the dates of the new reporting period in the available boxes. Note: MSHDA has the capabilities to set up your reporting period as either Monthly or Quarterly, but may also use longer frequencies of Semi-Annually or Annually to allow properties to get caught up to current data quickly when first starting their data entry. Upon entering 2012 data, all frequencies must be set as Monthly or Quarterly and remain this

way moving forward.

Unit Updates & Changes

The screenshot shows the MSHDA website interface. At the top, there is a blue header with the Michigan.gov logo and the text 'Michigan State Housing Development Authority-TEST'. Below the header, there is a navigation bar with several icons. The main content area is titled 'Buildings' and contains a table with columns for Building ID, Placed in Service Date, Last Report Date, IRS Compliance Status, HOME Compliance Status, Agency Compliance Status, and Tenant Recert Status. A red arrow points to the 'Proceed to Units' button in the top navigation bar.

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings Upload Building Data View Details Change Report Period Submit Tenant Certs **Proceed to Units** Reports Close

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
<input checked="" type="radio"/>	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	NOT READY	00/00/00
<input type="radio"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Proceed to Units

The Submit Tenant Certs button will be addressed in a later section of this presentation. To continue, select a building by checking the dot along the left-hand side and click on the Proceed to Units button.

Unit Updates & Changes

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Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management !
Wednesday, June 28, 2012

Building ID: MI-01-00100

Select	Unit Number	Lead of Household	SSN	Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	456-44-4444	04/04/06	NO

Unit Definition Income & Rent Test New Tenant Cert / Re-Cert View / Modify Current Tenant Cert Delete Tenant Cert Moveout Unit Transfer Ready All Units Close

Unit Definition New Tenant Cert/Recert Delete Tenant Cert Unit Transfer Ready All Units

Income & Rent Test View/Modify Current Tenant Cert Moveout

All of the units in the selected building are listed here.

Unit Updates & Changes

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Welcome, Rockstar Management! Wednesday, June 28, 2012

Building ID: MI-01-00100

Units | Unit Definition | Income & Rent Test | New Tenant Cert / Re-Cert | View / Modify Current Tenant Cert | Delete Tenant Certs | Moveout | Unit Transfer | Ready All Units | Close

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

Unit Definition

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To access unit information click on the Unit Definition button.

Unit Updates & Changes

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Building ID: MI-01-00100

Unit Definition

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household	New	View / Update	Delete	Close
<input checked="" type="radio"/>	100	1	1,000	Occupied	Dana Grohl				
<input type="radio"/>	101	1	1,000	Occupied	Ryan Key				
<input type="radio"/>	102	1	1,000	Occupied	Jon Forman				
<input type="radio"/>	103	1	1,000	Occupied	Brandon Flowers				
<input type="radio"/>	104	1	1,000	Occupied	Elvis Presley				

Done

Local intranet

You may create a New unit, View/Update a unit, or Delete an existing unit.

Unit Updates & Changes

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Welcome, Rockstar Management ! Wednesday, June 26, 2012

Unit Description

Unit Number: 100
Number of Bedrooms: 1
Unit Square Feet: 1,000
Utility Unit Type: Apartment (Note: For Utility Allowance purposes)
Unit Type: Apartment

Update Close

Unit Designation

LIHTC Unit ☒
HOME Unit ☐ Fixed ☐ Floating ☐
Tax Exempt Unit ☐
AHDP Unit ☐
Other ☐

Update Close

Unit Number Correction ?

New Unit Number: 0100

New units are created and existing units changed on this screen.

Unit Updates & Changes

Michigan.gov
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Welcome, Rockstar Management !
Wednesday, June 20, 2012

Building ID: MI-01-00100

Unit Definition [New] [View / Update] [Delete] [Close]

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input checked="" type="radio"/>	100	1	1,000	Occupied	Dave Grohl
<input type="radio"/>	101	1	1,000	Occupied	Ryan Key
<input type="radio"/>	102	1	1,000	Occupied	Jon Foreman
<input type="radio"/>	103	1	1,000	Occupied	Brandon Flowers
<input type="radio"/>	104	1	1,000	Occupied	Elvis Presley

Delete

Done Local intranet 100%

An existing unit can be deleted by clicking the Delete button.

Unit Updates & Changes

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Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Unit Definition

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input checked="" type="radio"/>	100	1	1,000	Occupied	Dave Grohl
<input type="radio"/>	101	1	1,000	Occupied	Ryan Key
<input type="radio"/>	102	1			Jon Foreman
<input type="radio"/>	103	1			Brandon Flowers
<input type="radio"/>	104	1			Elvis Presley

Message from webpage

Are you sure you want to delete this Unit?

OK Cancel

http://mshda-aod-web/COL-TST/HC00027.html Local intranet 100%

Be very sure before you click OK.

Unit Updates & Changes

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Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings

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<input checked="" type="radio"/>	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	NOT READY	00/00/00
<input type="radio"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Done Local intranet 100%

Return to the Buildings page to continue this process with all buildings. Once all buildings have been updated, you are ready to begin manually entering tenant data. Note: If your management company uploads their tenant data from another system into MSHDA's, please jump to the Uploading Building Data section of this presentation next to learn about the process.